



**Twenty-Ninth Session of the
Cospas Sarsat Council – Open Meeting
Washington, DC
October 14 – 17, 2002**

The Twenty-Ninth Session of the Cospas-Sarsat Council (Open Meeting) will be held at the facilities of the Pan American Health Organization (PAHO) in Washington, DC from Monday, October 14 through Thursday, October 17, 2002. The address for the Pan American Health Organization is 525 23rd Street NW, Washington, DC 20037. The meetings will begin each day at 9:30 a.m. Registration of participants will take place at 8:30 a.m. on October 14 in the second floor lobby of the PAHO facility. (Please note that October 14, 2002 is a Federal holiday in the United States. All Federal Government Offices and banks are closed and Metro trains and buses will operate on a reduced schedule.)

20th Anniversary Celebration

A reception to celebrate the 20th Anniversary of the Cospas-Sarsat Program has been planned for Wednesday evening, October 16, 2002 from 6:30 p.m. to 9:00 p.m. in the Benjamin Franklin Room of the U.S. State Department. The State Department is located directly across the street from PAHO. The reception is by invitation only. At the time of the meeting, NOAA will provide invitations to all registered participants who will have provided the required details. For those planning to attend the reception, it will be necessary for each delegate/guest to respond to the Cospas-Sarsat Secretariat by **September 13, 2002** with the following information: date of birth and passport number. This information is essential for security reasons. Also, each delegate must bring an identification document with photo to the reception in order to gain access to the State Department. A driver's license or passport is appropriate.

Airport Information

Three international airports service the Washington, DC area: Ronald Reagan Washington National Airport (DCA) (www.metwashairports.com/national), Dulles International Airport (IAD) (www.mwaa.com/dulles) and Baltimore Washington International Airport (BWI) (www.bwiairport.com). The airports most convenient to the meeting site are National and Dulles.

For transportation from National Airport, taxi service is available with one-way fares to the State Plaza Hotel for approximately US\$11. At Dulles the Washington Flyer Taxi Service is available on a 24-hour basis with one-way fares ranging from US\$44 to US\$50. The Washington Flyer taxicabs at Dulles accept American Express, Diners Club, MasterCard, Discover Card, and Visa. The SuperShuttle service is also available at the three airports (www.supershuttle.com). No reservations are required to use this service from the airport to the hotel. To arrange for the shuttle service at the airport, follow the SuperShuttle or ground transportation signs to the SuperShuttle booth. The shuttle fare from National Airport to the State Plaza Hotel is

approximately US\$9 per person, from Dulles International it is approximately US\$20 for one person and US\$10 for each additional person and from BWI the fare is approximately US\$30 for one person and US\$10 for each additional person. For return transportation to either Dulles or National Airports via the SuperShuttle, reservations are required 24 hours in advance. For transportation via the SuperShuttle to BWI airport, reservations are required 48 hours in advance. The telephone number for SuperShuttle service is +1-800-258-3826 (toll-free in USA).

Hotel Information

A preferential rate has been negotiated with the State Plaza Hotel (www.stateplaza.com) located across the street from PAHO at 2117 E Street, N.W., Washington, DC 20037. The negotiated group rate for a single/double room is US\$148.00 plus 14.5% tax and for triple/quad occupancy, the rate is US\$168.00 plus 14.5% tax. For triple/quad occupancy in the Plaza Suites, a rate of US\$188.00 plus 14.5% tax has been negotiated. Reservations are to be made directly with the hotel either by telephone or facsimile. The hotel telephone number is +1-202-861-8200 or you may call toll-free at 1-800-424-2859. The facsimile number is +1-202-659-8601. In making your reservations please refer to **Group #6727** in order to receive the negotiated group rate. If you prefer to fax your reservations, please use the attached reservation form. The number of rooms available at the group rate is limited so it is important to make your reservations as soon as possible.

All reservations must be received by the hotel no later than **September 9, 2002** to ensure the group rate. Those reservations not received by the cut-off date will be subject to space availability and prevailing rates.

All reservations must be guaranteed by a major credit card or an advance deposit equal to the cost of one night's stay plus tax. The following major credit cards are accepted by the hotel: American Express, Visa, MasterCard, Discover and Diner's Club. Individual reservations must be canceled no later than twenty-four (24) hours prior to the intended arrival date to avoid cancellation charges (one night's room plus tax).

Rooms are available for check-in after 3:00 p.m. and check-out time is 12:00 noon. Guests who elect to depart prior to their scheduled departure date will be assessed one night's room plus tax charges, regardless of the number of nights they have shortened their stay. The scheduled departure date may be adjusted without penalty up until check-in.

Parking is available on a very limited basis for a daily valet parking fee of US\$12.00 plus 12% sales tax. Due to the limited number of parking spaces, parking is on a first-come, first-serve basis only.

Additional hotels within the vicinity of the meeting site are listed below.

1. Hotel Lombardy (www.hotellombardy.com)
2019 Pennsylvania Avenue, NW
Washington, DC 20006
Toll Free: +1-800.424.5486
Phone: +1-202.828.2600
Fax: +1-202.872.0503
2. The George Washington University Inn (www.gwuinn.com)
824 New Hampshire Ave., NW
Washington, DC 20037
Toll Free: +1-800.426.4455
Phone: +1-202.337.6620
Fax: +1-202.298.7499
3. Washington Suites Georgetown (www.washingtonsuiteshotel.com)
2500 Pennsylvania Avenue, NW
Washington, DC 20037
Toll Free: +1-877.736.2500
Phone: +1-202.333.8060
4. The River Inn (www.theriverinn.com)
924 Twenty-fifth Street, NW
Washington, DC 20037
Toll Free: +1.888.874.0100
Phone: +1-202.337.7600
Fax: +1-202.337.6520

Local Transportation

Metrorail and Metrobus provide the safest and most efficient way of getting around Washington. Train lines are named for colors: Red, yellow, blue, green and orange. Trains operate Monday-Friday from 5:30 a.m. to midnight and Saturday-Sunday from 8 a.m. to midnight. The base subway fare is US\$1.10 and increases during rush hour and for longer trips. The Foggy Bottom Metro – GWU Station is the closest subway stop to the State Plaza Hotel (approximately three blocks).

Taxi service in Washington operates on a zone rather than meter system. By law all rates must be posted in each cab.

Other Information

- § **Museums:** Most museums in Washington, D.C., including all Smithsonian Institution Sites, are free. Some private museums charge admission or encourage donations.
- § **Average Temperature:** October, 50° - 70° F (10°C – 21°C)
- § **Sales Tax:** Washington sales tax is 5.75%. Hotel tax is 14.5%. Food and beverage tax is 10%.
- § **Currency Exchange:** Currency exchange is available at National, Dulles and BWI airports and through Thomas Cook Global and Financial Services located at:

Ø 1800 K Street, NW
Suite 103
Washington, DC 20006
Hours: 9:00 a.m. to 6:00 p.m. (Monday – Friday)
202-872-1233

Ø Union Station
50 Massachusetts Avenue, NE
Washington, DC 20002
Hours: 9:00 a.m. to 6:00 p.m. (Monday – Saturday)
12:00 p.m. to 6:00 p.m. (Sunday)
202-872-1233

Information pertaining to the Twenty-Ninth Session of the Cospas-Sarsat Council may be found on the NOAA Sarsat web site (www.sarsat.noaa.gov) and the Cospas-Sarsat web site (www.cospas-sarsat.org). You may also contact Katie Kirk at +1-301-794-2495 (telephone), facsimile at +1-301-794-9091 or e-mail at kkirk@csc.com if you have any questions or need any additional information.

**TWENTY-NINTH SESSION OF THE COSPAS-SARSAT COUNCIL
WASHINGTON, DC**

STATE PLAZA HOTEL RESERVATION FORM

Group Reference # 6727

Name: _____

Address: _____

Telephone #: _____ **Facsimile #:** _____

E-Mail: _____

Date of Arrival: _____

Date of Departure: _____

Rates: (Please check ☒ appropriate box. Rates listed below are available from October 9, 2002 through October 17, 2002.)

☐ single/double occupancy: US\$148.00 plus 14.5% tax per night

☐ triple/quad occupancy: US\$168.00 plus 14.5% tax per night

☐ triple/quad occupancy in the Plaza Suites: US\$188.00 plus 14.5% tax per night

Method of Guarantee: (Please check ☒ appropriate box.) Please note a major credit card must guarantee all reservations or an advance deposit equal to the cost of one night's stay plus tax.

Credit Card:

Visa ☐

Discover ☐

American Express ☐

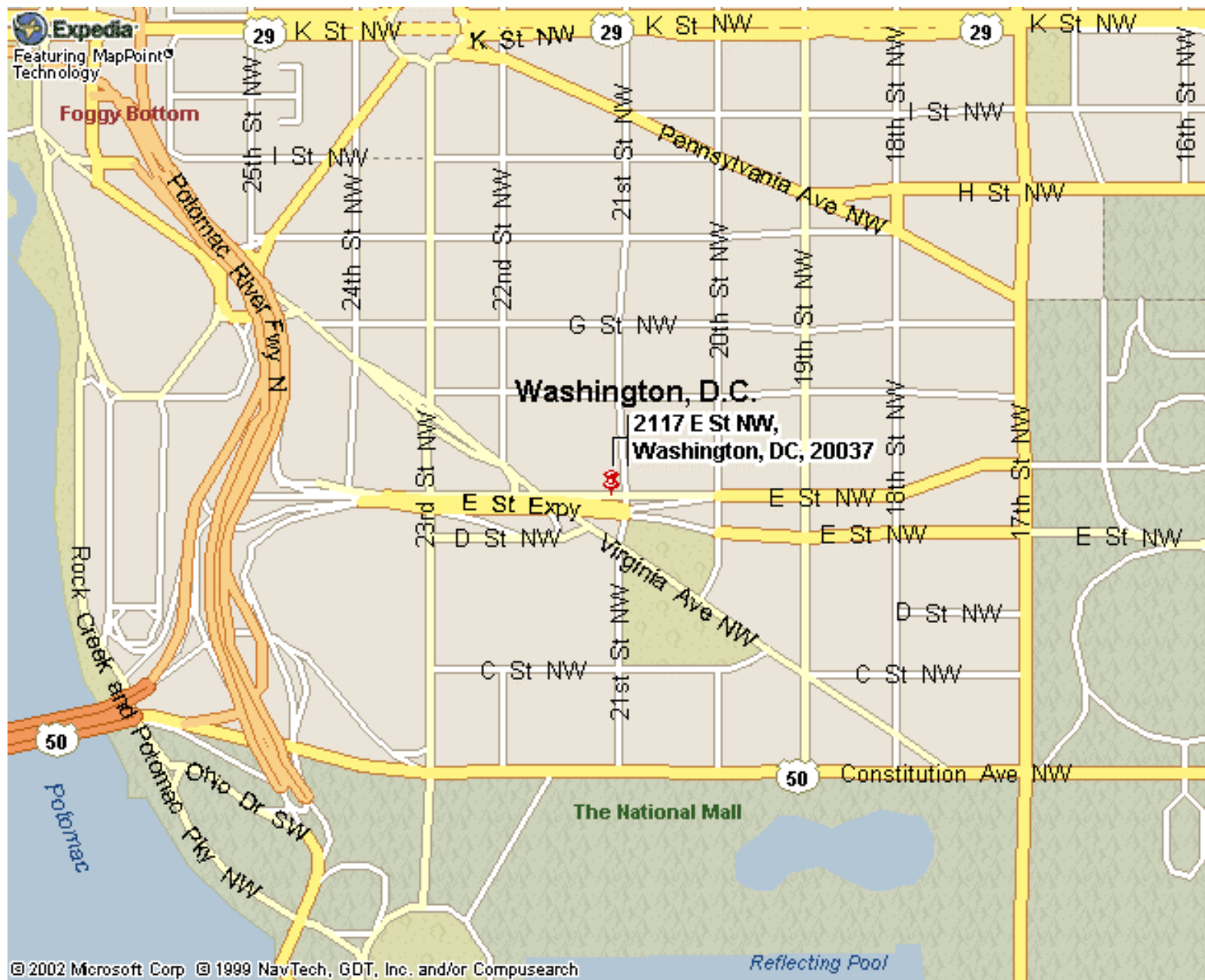
Diner's Club ☐

MasterCard ☐

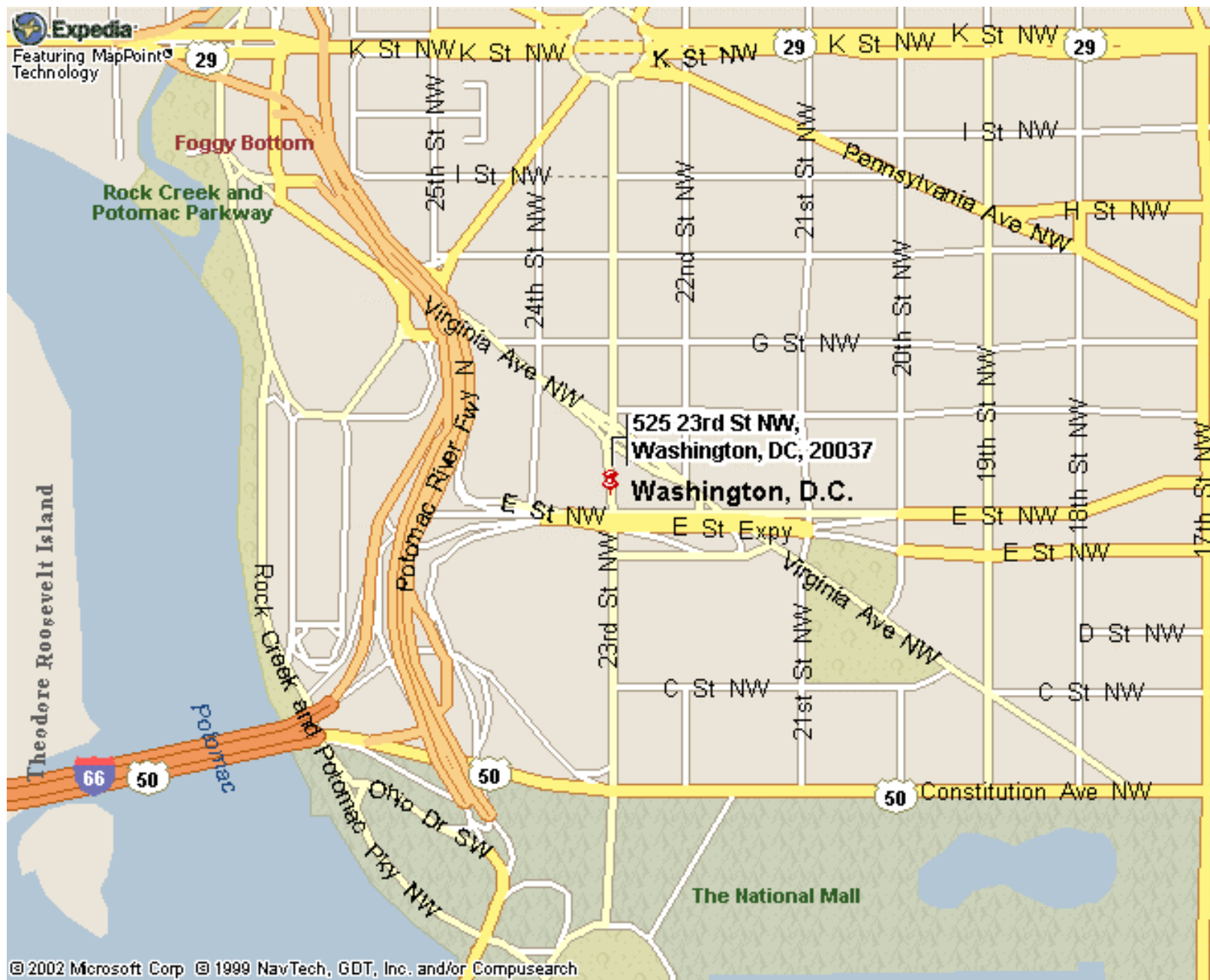
Credit Card Number: _____ **Expiration Date:** _____

PLEASE RETURN THIS FORM NO LATER THAN 9 SEPTEMBER 2002 DIRECTLY TO:

State Plaza Hotel
Attention: Reservations
2117 E Street, NW
Washington DC 20037
USA
TelephoneNr. +1-202-861 8200
Toll-free Nr. +1-800-424-2859
Facsimile Nr. +1-202-659-8601



State Plaza Hotel
2117 E Street, NW
Washington. DC 20037



Pan American Health Organization
525 23rd Street NW
Washington, DC 20037



Foggy Bottom-GWU Metro Station